



proud past, promising future

CLARK COUNTY HEALTH DEPARTMENT

Environmental Health

1950 Fort Vancouver Way P.O. Box 9825

Vancouver, WA 98666-8825

Phone (360) 397-8428 Fax (360) 397-8084

CATERING SERVICE PACKET

Before you begin a catering service, you must provide the following information to:

Clark County Health Department – Environmental Health
1950 Fort Vancouver Way,
P.O. Box 9825
Vancouver, WA 98666-8825
Phone (360) 397-8428 FAX (360) 397-8084
Business Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

1. **PLAN REVIEW APPLICATION.** Complete the yellow Plan Review Application form.
2. **PERMIT APPLICATION.** Complete the green Food Service Establishment Permit form.
3. **PLAN REVIEW FEE.** Pay the non-refundable plan review fee.
4. **MENU.** Provide a menu or a list of the food that will be served.
5. **METHOD OF FOOD PREPARATION.** Provide information on food preparation and cooking. This plan should include the final cooking temperature of all meat and poultry products, cooling procedures, hot holding temperatures, food storage procedures for raw meat and eggs and measures used to prevent cross contamination. Also address employee sanitation practices including proper hand washing, barrier/glove use, and illness policy.
6. **KITCHEN/COMMISSARY PLAN.** Provide a schematic drawing, to a quarter inch scale (1/4 inch = one foot), of the kitchen commissary. The drawing should depict the following:
 - a. Location of the hand wash sink;
 - b. Location of the three-compartment sink or the dishwasher and two-compartment sink;
 - c. Location of the food preparation sink;
 - d. Location of all refrigeration equipment and the brand/type;
 - e. Location of any cooking or hot holding equipment;
 - f. Location of the mop sink and toilet facilities; and
 - g. Provide a brief description of the finish on the counter tops and floor.
7. **LETTER OF AGREEMENT.** If you do not own the above commissary kitchen, provide a letter of agreement to use the facilities.
8. **FOOD TRANSPORTATION AND ON-SITE EQUIPMENT.**
 - a. Provide a list of the equipment used to transport hot and cold food.
 - b. Provide a list of equipment used at the catered event for cold food storage and hot holding. Sterno may not be used for hot holding food at any outdoor event.
9. **ITINERARY.** Provide a list of regularly catered sites or contact the Health Department to schedule an inspection.

THE ABOVE ITEMS MUST BE SUBMITTED WHEN YOU PAY FOR YOUR PLAN REVIEW.

If any of these items are omitted, your plan review cannot be accepted.

ALLOW AT LEAST TWO WEEKS FOR US TO REVIEW YOUR PLAN.

When your plan review has been reviewed and approved, you will be mailed a plan approval letter. Then you must:

1. **MAKE AN APPOINTMENT FOR A PRE-OPENING INSPECTION.** Before you open for any food and/or beverage service, you must have a pre-opening inspection. Please call (360) 397-8428 at least one week in advance to arrange this on-site inspection.
2. **PAY FOR YOUR PERMIT.** Before you open for any food and/or beverage service, you must pay for your annual permit.

COMPLIANCE IS REQUIRED WITH THE RULES AND REGULATIONS OF THE STATE BOARD OF HEALTH STANDARDS FOR FOOD SERVICE. WAC 246-215

1. **WATER SUPPLY.** Water must be adequate in quantity and quality, supplied by a source approved under WAC 246-290 and monitored according to standards.
2. **SEWAGE SYSTEM.** Provide that all liquid wastes, including ice melt, are disposed into an approved sewage disposal system.
3. **FOOD SOURCE.** All food, including ice, must be from an approved source or commissary and all prepackaged foods must be properly labeled.
4. **REFRIGERATION.** Provide NSF refrigeration units sufficient for all appropriate foods to maintain temperatures to 45°F or less.
5. **THERMOMETERS.** Provide all refrigeration units with accurate thermometers. Provide an accurate metal stem thermometer to monitor hot and cold food temperatures in the kitchen and after transportation to the food service site.
6. **HAND WASH SINK.** In the kitchen, a hand wash sink must be present which is accessible, convenient and used exclusively for hand washing. The hand wash sink shall have hot and cold water provided through a mixing faucet. There shall be soap dispenser and single use paper towels at the sink.
7. **PLUMBING.** Plumbing must be sized, installed and maintained in accordance with applicable Washington State and local plumbing codes. Provide indirect drains at the food preparation sinks, icemaker and any ice bins.
8. **UTENSIL WASHING.** Provide either a mechanical dishwasher with a two-compartment sink or a three-compartment sink with a drain board for the cleaning and sanitizing of equipment and utensils.
9. **EQUIPMENT AND UTENSILS.** Provide that equipment and utensils are cleanable, durable, in good repair, and in conformance with the current standards and listing of the National Sanitation Foundation.
10. **SMOKING.** The use of tobacco is prohibited in any food preparation area, transportation area, and food service area.
11. **GARBAGE STORAGE.** Provide leak proof, vermin proof, and covered container. Provide for appropriate frequency of garbage pickup.
12. **TOILETS.** A toilet must be readily accessible and available within at least 200 feet of the commissary kitchen. Toilet facilities must have a hand-washing sink with hot and cold running water, single service soap and towel dispenser.
13. **FOOD AND BEVERAGE WORKER CARDS.** You and your employees must obtain and maintain a valid Washington State Food and Beverage Worker card. For Food and Beverage Worker testing times and information, call (360) 397-8435.

AT ALL CATERED EVENTS YOU MUST HAVE THE FOLLOWING:

1. **A HAND WASHING STATION.** At all outdoor events, you must set up a 5-gallon insulated container with a spigot that provides a continuous flow of warm water, a bucket to collect the dirty water, a pump soap dispenser and paper towels.
2. **PERMIT and FOOD WORKER CARDS.** Your permit must be on-site at any catered event. A photocopy of the permit **is not valid**. Valid Washington Food and Beverage Worker cards must be available for inspection.
3. **SANITIZING SOLUTION.** Wiping cloths, stored in an approved sanitizing solution, to clean up food spills, wipe work surfaces, counter and equipment must present. One teaspoon of bleach in one gallon of tepid water is acceptable.
4. **METAL STEM THERMOMETER.** An accurate metal stem thermometer with a range from 0°F to 220°F must be on-site to monitor hot and cold food temperatures. A roast thermometer is not acceptable.
5. **APPROVED STORAGE AND DISPLAY OF FOODS.** Potentially hazardous food must be stored at 45°F or colder or hot held at 140°F or higher. All food and utensils must be stored at least 6 inches off the ground. Food must be protected from contamination by the use of sneeze guards, display cases, or other effective measures.

If you have any further questions, please call the Clark County Health Department at (360) 397-8428 and ask to speak with an Environmental Health Specialist in the Food Program.